

STATE OF DELAWARE



DELAWARE HEALTH AND SOCIAL SERVICES

DIVISION OF MANAGEMENT SERVICES

"DMS Serving Those Who Serve Delaware"

SPECIFICATIONS AND CONTRACT DOCUMENTS NO. #7244

FOR

FROZEN FOODS

FOR THE PERIOD OF

DECEMBER 1, 2008 THROUGH MAY 31, 2009

Required for Use By

VARIOUS DELAWARE STATE AGENCIES

**Deposit
Performance Bond
Date Due
Time**

**WAIVED
WAIVED
OCTOBER 22, 2008
10:30 A.M LOCAL TIME**

**DELAWARE HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES
PROCUREMENT BRANCH- MAIN BLDG., ROOM 260
HERMAN M. HOLLOWAY SR. HEALTH AND SOCIAL SERVICES CAMPUS
1901 N. DUPONT HIGHWAY
NEW CASTLE, DELAWARE 19720**

INVITATION TO BID#7244

Sealed bids for **FROZEN FOODS** for Various Delaware State Agencies must be received by the Delaware Health & Social Services, Procurement Branch, Main Administration Building, Second Floor, Room #260, 1901 North DuPont Highway, (South Loop) Herman M. Holloway Sr., Health & Social Service Campus, New Castle, Delaware 19720, until **10:30 AM local time on OCTOBER 22, 2008** at which time they will be opened, read and recorded.

Specifications may be obtained at the above office. Phone: (302) 255-9295.

PLEASE NOTE: The following paragraphs hereby become part of the General Terms and Conditions of this bid.

1, 2, 2A, 3, 3A, 4, 6, 7, 8, 9, 10, 11, 12, 17, 18, 19, 20, 21, 25, 27, 29 and 35 **Contact Person: Annette Opalczynski (302) 255-9295**

Please review the General Rules and Conditions and the General Requirements, (for Food Only), which appear on the DHSS website. The following forms must be included with your bid: 1) the Bidder Signature Form, 2) the Vendor Certification Form and 3) the Office of Minority and Women Business Enterprise Forms. All of these documents can be accessed on the DHSS website:

<http://dhss.delaware.gov/dhss/rfp/dhssrfp.htm>

NOTE TO VENDORS: Your bid **must be signed** and all information on the signature page completed. If you do not intend to submit a bid, please send an e-mail to the buyer for this bid, stating that you do not intend to bid on this contract and would like to remain on the mailing list.

IMPORTANT: ALL BIDS MUST HAVE ON THE OUTSIDE ENVELOPE
OUR (4) FOUR DIGIT CONTRACT NUMBER. IF THIS
NUMBER IS OMITTED YOUR BID WILL IMMEDIATELY
BE REJECTED.

**ALL BIDS MUST BE DELIVERED TO THE ADDRESS ON THE BID
ENVELOPE. UNDER NO CIRCUMSTANCES WILL A BID BE ACCEPTED
THAT IS :**

---LATE
---DELIVERED TO THE WRONG BUILDING
---SIGNED FOR BY A PERSON OTHER THAN A MEMBER
OF THE PROCUREMENT STAFF.

DELIVERY INSTRUCTIONS:

TO INSURE THAT YOUR BID IS IN THE PROCUREMENT OFFICE ON THE
DATE AND THE TIME SPECIFIED, THERE ARE THREE (3)
RECOMMENDED METHODS OF DELIVERING BID PROPOSALS LISTED
BELOW:

1. HAND DELIVER
2. FEDERAL EXPRESS
3. UPS

FOR FURTHER BIDDING INFORMATION PLEASE CONTACT:

BUYER: ANNETTE OPALCZYNSKI
 DELAWARE HEALTH & SOCIAL SERVICES
 PROCUREMENT BRANCH
 MAIN ADMIN. BLDG., ROOM 260
 1901 NORTH DUPONT HIGHWAY
 HERMAN M. HOLLOWAY SR.,
 HEALTH & SOCIAL SERVICES CAMPUS
 NEW CASTLE, DELAWARE 19720

PHONE: (302) 255-9295

SPECIAL TERMS & CONDITIONS

1. Prices are to be valid for a period of six (6) months from **DECEMBER 1, 2008 THROUGH MAY 31, 2009** and the option to extend six (6) months to one (1) year if all parties agree. **Prices increases will not be accepted.**
2. Deliveries shall be F.O.B. Destination to all state agencies.
3. VENDORS MUST SUBMIT A CURRENT COPY OF THEIR DELAWARE BUSINESS LICENSE WITH THEIR BID. TO APPLY FOR A LICENSE, CALL: 302-744-1085.
4. When an error is made in extending total prices, the unit price will govern. Carelessness in quoting prices, or otherwise in preparation of the bid will not relieve the bidder of their obligation to fulfill the requirements of the submitted bid. Erasures in bids must be explained. All prices must be rounded off to two decimal places. Three decimal places will not be accepted. Example: \$10.624 should be rounded off to \$10.62. Failure to do so will mean disqualification of said item.
5. Agencies must be notified if deliveries cannot be made as specified. In the event delivery provisions are not met, Delaware Health and Social Services Procurement Office has the right to authorize the ordering agency to order an equivalent product on the open market. Any cost above the contract price resulting from this procedure will become the obligation of the awarded vendor. The Delaware Health and Social Services Procurement Office, in consultation with the ordering agency will be the sole judge of material quality and equivalent
6. The awarded vendor is required to "Bill as Shipped" to respective ordering agencies. Ordering agencies shall provide at a minimum the contract number, ship to and bill to address and phone number.
7. **Minimum case requirements will not be accepted. The State of Delaware reserves the right to increase or decrease quantities of any item by twenty percent.**

8. The agencies will authorize and process for payment, each invoice within thirty (30) days after the date of receipt. The vendor must accept full payment by procurement credit card and or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.
9. All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by DHSS-DMS Procurement to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.
10. Vendors are required to have either a local telephone number or a toll free number. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer.
11. The vendor agrees that it shall indemnify and hold the State of Delaware and all of its agencies harmless from and against all claims of injury, loss of life or damage to or loss of use of property caused or alleged to be caused by acts of omissions of the vendor, its employees and invitees on or about the premises and which arise out of the vendor's performance or failure to perform as specified in the agreement.
12. Neither the vendor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.
13. The awarded vendors shall provide the names and telephone numbers of those individuals who can be contacted twenty-four (24) hours a day, seven days a week when there is a critical need for commodities or services when the Governor of the State of Delaware declares a State of Emergency under the Delaware Emergency Plan. Failure to provide this information could render this bid non-responsive.

Contact Person:

Address:

Phone#:

Cell Phone#:

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1.	ASPARAGUS, Chopped, 12/2 1/2 lbs./case Must be Grade A	660	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
2.	BEANS, Cut Wax 1" cut, 12/2 1/2 lb./case Must be Grade A	168	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
3.	BEANS, Green, French Cut, 12/2 1/2 lb./case Must be Grade A	2952	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
4.	BEANS, Green, Regular, 20 lb. bulk/case Must Be Grade A	2200	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
5.	BEANS, Lima, Fordhook, 12/2 1/2 lb./case Must Be Grade A	1008	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
6.	BROCCOLI, Cut, 12/2 lb./case Must Be Grade A	4728	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
7.	BROCCOLI, Spears 12/2 lb./case Must Be Grade A	504	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
8.	BRUSSEL SPROUTS, 12/2 lb. case Must Be Grade A	1104	lb.		
	BRAND _____				
	PACKAGING _____				

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
9.	BROCCOLI, Normandy, 18 lb./case, 6/3 lb/case Must Be Grade A	54	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
10.	CARROTS, Whole, baby, 20 lb. bulk , Must Be Grade A	3480	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
11.	CAULIFLOWER, 12/2 lb./case Must Be Grade A	1416	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
12.	COUNTRY BLEND VEGETABLES, 18 lb./case Must Be Grade A	270	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
13.	KALE, Chopped 12/3 lb./case Must be Grade A	40	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
14.	PEAS AND CARROTS, 20 lb. bulk/case Must Be Grade A	1260	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
15.	ROMAN MIXED VEGETABLES 12/2 lb./case Must Be Grade A	-0-	lb.	-----	
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
16.	SPINACH, Chopped, 12/3 lb./ case Must Be Grade A	1968	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
17.	SQUASH, Hubbard, cooked, 12/4 lb./case Must Be Grade A	432	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

18.	SQUASH, yellow sliced 12/3 lb./case Must Be Grade A	1728	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

19.	SQUASH, Zucchini, 12/3 lb. /case Must Be Grade A	2052	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

20.	SUCCOTASH, 12/2 1/2 lb./case Must Be Grade A	954	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
21.	SNAP PEA BLEND VEGETABLES, 12 2 lb/ bag, 24 lb/case, Must Be Grade A	200	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
22.	TRADITIONAL BLACK-EYED PEAS, Must Be Grade A	-0-	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
23.	<u>JUICES -</u> <u>Please Bid Packaging as Specified</u>	-0-	case		
	Grapefruit Juice, portion pack, fresh 100% pure, no sugar added, <u>48/4 oz./case</u> Plastic Cup with Aluminum Peel Off Lids ONLY				
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
24.	Prune Juice, portion pack, fresh 100% pure, no sugar added, <u>48/4 oz. case.</u> Plastic Cup with Aluminum Peel Off Lids ONLY	132	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

25.	FROZEN BLUEBERRIES, 20 lb/case	122	lb		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

26.	MIXED FRUIT, 20 lb./case	41	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
27.	PUFF PASTRY SHELL, 120/cases, Pepperidge Farm or approved equal.	3	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
28..	PUFF PASTRY SQUARE 5" x 5", 96/case	6	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
29.	PUFF PASTRY SHEETS 10 x 25, 20 Sheets/case, Pepperidge Farms or approved equal.	7	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
30.	CROISSANTS, 144/case, Sara Lee or approved.	7	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
31.	PIZZA CHEESE INDIVIDUAL 96 15/oz/case	41	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
32	CRESCENT ROLL 144/case Sara Lee or approved equal.	-0-	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
33.	PIZZA CRUST SQUARE, Pre-bake 12 slices/sq. 96 5 1/2 oz.	-0-	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

34.	BREAKFAST TURKEY HAM 21 lbs./case .	-0-	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

35.	STUFFED PEPPERS, 2/10 lb. trays/case 48 portions/case	20	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
36.	STUFFED SHELLS, filled with 100% whole milk Ricotta Cheese, without sauce, 120/2 oz./case	40	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

37.	POTATO PUFFS, OVEN BAKED 6/5 lb 30 lb/cs	64	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

38.	POTATOES HERB GARLIC ROASTED 6/2 1/2 lb/cs.	27	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
39.	POTATOES ROSEMARY ROASTED RED SKIN 6 2 1/2 LB/CS	18	case		
	BRAND _____				
	PACKAGING _____				
	GRADE				
40.	MEATBALLS AND SAUCE, Pre-cooked. 54 count. 6 trays/case.	-0-	case		
	BRAND _____				
	PACKAGING _____				
	GRADE				
41.	BREADED COUNTRY STYLE BEEF STEAK, 3 oz. serving each 20/box	18	case		
	BRAND _____				
	PACKAGING _____				
	GRADE				

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
42.	VEGETABLE EGG ROLL No Meat 3 oz. 6/12 count	40	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
43.	ITALIAN CUT GREEN BEANS 12/2 lb/cs. 24 lb. cs. Must Be Grade A	1728	lb		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
44.	CHICKEN FRIED STEAK Pre-cooked and oven bakable only	12	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
45.	CHICKEN CHOW MEIN Must be 4 Trays per case only	6	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
46.	COLLARD GREENS Must be Grade A 12/3 lb/case	792	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
47.	CALIFORNIA VEGETABLE BLEND Must be Grade A, 1/30 lb/cs	2478	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
48.	CHUCK WAGON, BLEND VEGETABLES, Must Be Grade A, 1/30 lb./case	280	lb.		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
49.	FAJITA VEGETABLE BLEND Must Be Grade A: Onion Strip, Green Pepper, Red Pepper and Yellow Pepper Strips 6/4 lbs/case	12	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
50.	FRIED OKRA Must Be Grade A 6/2 1b/case	39	lb		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
51.	OKRA FROZEN- CUT 12/3 lb/case Must Be Grade A	292	lb		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
52.	APPLE COBBLER 4/5 #	30	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				
53.	PEACH COBBLER 4/5#	30	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

Item #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
54.	CHEESE TORTELLINI, 3/3#	14	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

55.	MUSTARD GREENS, Must be Grade A 12/3 lb/case	648	lb		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

56.	STUFFED CABBAGE 4/12 ea.	26	case		
	BRAND _____				
	PACKAGING _____				
	GRADE _____				

